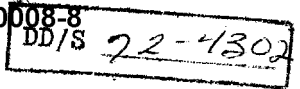


ADMINISTRATIVE — INTERNAL USE ONLY



16 NOV 1972

MEMORANDUM FOR: Special Assistant for Information Control

SUBJECT : Basic Records Management System

1. The Support Directorate's comments concerning the proposed Records Management System are as follows:

a. Change paragraph 2a to read: Reports Administration - The analysis, improvement, and control of administrative reporting.

b. Change paragraph 2c to read: Records Maintenance - The establishment of standard procedures, systems, equipment and supplies for record-keeping in offices.

c. Change paragraph 2e to read: Records Disposition - The economical and systematic disposition of Agency records including their preservation, retention, transfer, protection, and disposal according to approved schedules.

d. Change paragraph 2f to read: Vital Records Administration - The timely selection of vital records and their prompt transfer to and secure maintenance in a designated Agency repository. Vital records are records which are essential to the continued operation of the Agency in an emergency (including natural catastrophes, fire, riot, civilian bombing, etc.) and which, if destroyed, would constitute a serious or irreplaceable loss.

e. Change paragraph 2g to read: Archival Records - Identification and preservation of those key documents and files which are for permanent inclusion in the Agency Archives.

f. In paragraph 2 add sub-paragraph i to read: Classification and Declassification - A systematic approach to insure that records are properly classified and declassified.

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g. Change paragraph 3b to read: Develop Records Retention Plans for the preservation of records dealing with organizations, their functions, policies, procedures, and decisions.

h. Change paragraph 3c to read: Vital Records will be identified in Vital Records Control Schedules, deposited in the Vital Records Repository, and maintained in a current status.

i. In paragraph 3e change the phrase "records of permanent value" to "records of continuing value".

j. In paragraph 3 add a sub-paragraph h to read: Records will be maintained to protect the legal and financial rights of the Agency, its employees, and those persons directly affected by Agency activities.


k. Change paragraph 4a(1) to read: (1) The board will support the Agency Information Review Committee in compliance with Executive Order 11652.

l. Change paragraph 4d(2) to read: Review and approve records control schedules, vital records schedules, and records retention plans in accordance with Agency requirements.

m. Change paragraph 4d(5) to read: Review and approve requests for equipment including vaults, secure areas, records storage equipment, and supplies to insure compliance with management requirements.

n. Add sub-paragraph (8) under paragraph 4 to read: Prepare a newsletter on a periodic basis including any new technique or information which would assist Records Management Officers.

2. As a general comment, this paper is explicit on records management but we may find it desirable to expand upon the integration of archives, history, and classification elements of a total system -- as is implied in the Executive Director's 26 May 1972 memorandum.


Executive Officer to the
Deputy Director for Support

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